

## ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD ENDING  
13 January - 19 January 1983I. Items or Events of Major Interest that have Occurred During the Preceding WeekA. Television Activities:

1. A meeting was held on 13 January for all television production components in the Agency to discuss the Agency television production equipment management program and how those components will interact with OL/P&PD for equipment acquisition, inventory, maintenance, and disposal. It was decided at the meeting that OL/P&PD should design a format to be used as a guideline for components to follow in requesting equipment approvals. Also, the components were asked to provide an update of their inventories and maintenance procedures so that a database can be developed.

2. At this same meeting, it was agreed that an Agency TV production users group should be formed to meet regularly. An initial meeting will be scheduled among the principals to discuss the need for acquisition of Standards Conversion equipment for foreign video.

B. Congressional Budget Justification Book (CBJB): P&PD has received confirmation, that in spite of all delays in the determination of the final target figures for the DOD volumes of the FY 84 CBJB, the delivery deadline of 31 January is still valid. Although, this is a tight schedule, all volumes with the exception of Volume 3 (GDIP) are on schedule. The galley production for Volume 2 (NSA) and Volume 4 (Air Force), which was produced electronically from their host computers, went smoothly and was a major factor in keeping the books on schedule.

C. Cartographic Support: Concurrent with the CBJB production, a significant number of deadline requests are in process for map and chart printing. The largest of these requests relates to proof copies of 62 separate graphics for use in the upcoming President's Report. The requested delivery date for this week cannot be met, and P&PD is presently negotiating additional time for delivery.

D. Safety: For the second year, all members of the Press and Bindery Branch and the Maintenance Section of Logistical Support Staff have been given hearing tests for use as comparative analysis by the Office of Medical Services.


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II. Significant Events Anticipated During the Coming Week

None

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